

INFORMATION SHEET

Business Start-up Registration Checklist

STRUCTURE

- ✓ Determine if business will be a proprietorship, partnership or incorporated. If business structure is a partnership or corporation - ensure that all legal requirements are satisfied (partnership agreements, etc.).
- ✓ Refer to Community Futures 16/37 'Which Structure is for You?' Information Sheet.

LOCAL-MUNICIPAL

- ✓ Business Name Search AND Business Name Registration
The business name must be registered with BC Corporate Registry. You submit 3 name requests to be 'searched'. Once your name choice is confirmed as 'unique' you will be asked to 'register' it. (www.onestopbc.ca or contact local government agent office).
- ✓ Municipal Business License
- ✓ Building Permits - Land Use Permits

PROVINCIAL

- ✓ PST or SST (Provincial or Social Services Tax) Number - if you are buying goods for wholesale or retail sale you must have a PST number (www.rev.gov.bc.ca/ctb/ or 1-877-388-4440).
- ✓ Hotel-Motel/B&B Room Tax - Tobacco Tax - Motor Fuel Tax - Mining Tax - Logging Tax (www.rev.gov.bc.ca/ctb/ or 1-877-388-4440).
- ✓ Health Issues and Permits - Contact your local government agent office.
- ✓ Provincial Information Line: 1-800-663-7867.

FEDERAL

- ✓ GST (Goods and Services Tax) Number - if your annual gross sales revenue will exceed \$30,000, the business will be required to register for a GST number (www.onestopbc.ca or www.cra-arc.gc.ca/tax/menu-e.html or 1-800-959-5525).
- ✓ Government of Canada Information Line: 1-800 O-Canada (1-800-662-6235).

EMPLOYEES

- ✓ Business Number from Canada Revenue Agency (CRA) - mandatory if you are hiring employees. This number is used to reference employee payroll deductions (www.cra-arc.gc.ca/tax/ or 1-800-959-5525).
- ✓ WCB - Workman's Compensation Number - you must register with WCB if you hire employees (www.worksafebc.com or www.onestopbc.ca or 1-888-922-2768).

INSURANCE

- ✓ Most lenders will require the business to be covered by insurance for liability, fire and theft.
- ✓ Insurance Corporation of BC (ICBC) - ensure correct insurance for all vehicles and check for oversize, overweight and non-resident commercial permits (www.icbc.com or local ICBC office number or 1-800-663-3051).